



## **REQUEST FOR QUALIFICATIONS (RFQ)**

# **EMPLOYMENT SKILLS / DEVELOPMENT WORKSHOPS**

### **WORKFORCE INVESTMENT ACT**

Issue Date: March 3, 2009

Administered By:



Equal Opportunity Employer/Program  
Auxiliary Aids and Services Available Upon Request to Individuals with Disabilities  
TTY: 562.570.4629

## TIMELINE

DATE	ACTION
March 3, 2009	RFQ Released
March 18, 2009	Proposals Due by 4:00 p.m.
March 19 – 27, 2009	Review of Submissions
March 30, 2009	Identified Vendors Notified of In-Person Presentation
April 7 – 10, 2009	Vendor Presentations
April 15, 2009	Vendor Selection Announcements
April 20 – 22, 2009	Agreement Negotiations with Approved Vendors
May 1, 2009	Services Begin

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## **INTRODUCTION**

Administered by the City of Long Beach, the Pacific Gateway Workforce Investment Network (Network) coordinates and oversees services supporting the workforce needs of the residents and businesses of Long Beach, Signal Hill, Torrance, Lomita, Harbor City, Harbor Gateway, San Pedro, and Wilmington.

The Network's Workforce Investment Board (WIB) serves, alongside the local chief elected officials of Lomita, Long Beach, Signal Hill and Torrance, as the policy and oversight entity for Workforce Investment Act (WIA) funds which serve these communities. The WIB provides strategic oversight for WIA-funded youth, adult and business workforce programs. The Network funds and administers programs at the following locations:

- Career Transition Center, 3447 Atlantic Ave, Long Beach, 90807
- Center for Working Families, 1900 Atlantic, Long Beach, 90806
- Harbor WorkSource Center, 1851 N. Gaffey St, Suite F, San Pedro, 90731<sup>1</sup>
- Torrance Career Center, 1220 Engracia Ave, Torrance, 90501<sup>2</sup>
- Multiple non-profit and education institutions throughout the region

### **Customer Services Provided at One Stop Career Centers**

At the four One Stop Career Centers above, Network staff provides one-on-one employment assistance, educational and career assessments, goal setting, resources for referrals, labor market information, and a variety of skill development workshops. Current skill development investments focus on computer skills, basic academics, work readiness and preparation, short-term prevocational training, on-the-job training, and targeted industry training. The Network also connects jobseekers to employment assistance, career counseling, assistance with planning and job searching resources, and access to hiring events and recruitments.

### **Integrated Services**

At the Career Transition Center, Torrance Career Center, and Center for Working Families, a service delivery integration model has been implemented that is skill-based and that moves each client through a common set of value added services designed to increase their employability and their ability of retaining and advancing in jobs. This skill-based shift focuses particular attention to business demand for a prepared and skilled workforce with less emphasis on program requirements. Within the Centers, there is less emphasis on self-help and general resource room activities, and more on assessment, career coaching, and specific skill development. Our commitment to customers is that the Network will help them to: 1) know their skills, 2) develop and/or improve their skills, and 3) get the best job possible with those skills.

## **PURPOSE**

This procurement is intended for individuals and agencies qualified and interested in providing employment skills/development activities that support the three commitment areas outlined above. Services may be delivered onsite at Network facilities, at vendor facilities, and/or at other community-based locations. Agreements will initially be entered into for a one-year period beginning May 1, 2009 and ending April 30, 2010, with an option for annual renewal in 2010-2011 and 2011-2012.

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<sup>1</sup> The Harbor WorkSource Center is funded by the City of Los Angeles and its WIB.

<sup>2</sup> Planned, formal opening in Spring 2009

### **SERVICE SPECIFICATIONS**

Currently, the Network provides a comprehensive array of development workshops / sessions both in-house and through partnering agencies who provide specific expertise.

Workshops are tailored to meet the needs of adults, dislocated workers, veterans, special needs customers, and others as necessary and appropriate.

Workshop calendars are published monthly and are available at each Center, online at [www.pacificgatewayworkforce.com](http://www.pacificgatewayworkforce.com), and are announced through the Network's electronic notification systems. The calendars include details regarding the content of each workshop provided in a specific month.

### **Employment Skills / Development Workshops**

Proposed services may include the topics listed below, variations or new topics.

Current offerings include the following topic areas:

- Resume Preparation
- The Virtual One Stop System and Resume Posting
- Basic Introduction to Computers
- Internet Job Searching Techniques
- Computer Skills Testing
- Job Club
- Mock Interviews
- Interview Preparation
- Job Applications
- Job Search 101
- Job Search 101 (Spanish Language)
- Transferable Skills
- Researching the Labor Market
- Coping with a Career Transition
- Coping with the Current Economic Landscape
- Communication Skills
- Goal Setting
- Stress Management
- Time Management
- Financial Literacy
- Others Based Upon Network and Customer Needs

### **Facilities, Materials, and Equipment**

The Network's Centers offer a variety of facility resources including fully equipped computer labs, customer resource centers, and small and large conference rooms.

The following information will help vendors to determine workshop development and implementation process details:

- The Network will provide staff oversight for room reservations and will facilitate customer attendance.
- Network staff will NOT be available to provide assistance to workshop presenters.
- All workshop material preparation must be completed by the vendor prior to the implementation of a workshop session.
- Network equipment, including copiers, fax machines, and computers, will NOT be available for use by workshop presenters.
- The vendor must provide all supplies needed for each workshop.
- Office space will not be provided to vendors.

### **Customer Feedback**

The Network will generate customer satisfaction surveys following the delivery and facilitation of workshop sessions. Feedback will be analyzed and distributed to vendors on a quarterly basis. Survey results will be used to drive curriculum and content development, workshop creation, and for evaluation purposes of vendors providing workshops.

### **SUBMISSION REQUIREMENTS**

Provide a response to the Narrative Questions regarding the proposed workshops and activities to be implemented in the Network's service area. This section is limited to five single-sided, single-spaced pages. For **each** workshop proposed, complete and submit a separate Employment Skills / Development Workshop Summary Form (Attachment C). There is no limit to the attachments section.

### **Narrative Questions**

Response to the following narrative section is limited to five single-sided, single-spaced pages:

1. Experience and Background of Applicant – please describe the experience and background the vendor brings to the Network service delivery system. Describe information on why the applicant is qualified to conduct pre-vocational workshops and discuss prior experience. Describe any specific experience the applicant has delivering services in the Network's service area.
2. Proposed Workshops and Implementation Needs – please describe the proposed workshops to be provided by the vendor. Please complete the Employment Skills / Development Workshop Summary Form (Attachment C) for each workshop proposed, and attach/include samples of curriculum/content to be provided to customers. Describe resources customers will receive to assist them with their workforce-related needs and any extensions for learning that will be provided for post-workshop, self-directed learning.

### **Narrative Questions continued**

3. Proposed Presenter(s) – please provide a description of each proposed presenter outlining his/her experience and why he/she/they are qualified to conduct pre-vocational workshops. Please include reference to any specific certifications or qualifications that a presenter possesses in line with the workshops proposed for implementation. If workshops proposed are targeting a specific population, please describe the presenter's specific qualifications working with the proposed audience. A complete and current resume must be included for each proposed presenter as attachments to the proposal.
4. Proposed Cost for Services – please provide a budget narrative and a fee schedule outlining costs associated with this effort including all costs built into your charge per hour/workshop; and Availability and Flexibility in schedule. All costs are to be borne by the vendor.
5. Letters of Reference – vendors must include two letters of reference from other contracted entities that were served within the last five years. Reference letters must be on referring agency letterhead and provide details of the services that were provided and outcomes obtained. Letters should also include contact information for use by the Network's contract review team during the proposal evaluation period.

### **Submission Instructions**

Completed proposals must be typewritten in Arial size 12 font on 8 ½" x 11" white paper (one-sided pages) bound by one staple or binder clip on the top, left-hand corner. Narrative responses are limited to a total of five pages, and there is no limit to the attachments section. Required forms do not count towards any page limitation. Proposals may not be submitted in binders or covers. Sample workshop content / curriculum provided as evidence with the proposal becomes part of the proposal document submitted to the Network and will not be returned to the vendor.

**Five copies of each proposal**, of which one must bear original signatures, should be submitted to: Review Team, Pacific Gateway Workforce Investment Network, 3447 Atlantic Avenue, Long Beach, CA 90807. **All proposals must be received no later than 4:00 p.m., Wednesday, March 18, 2009.** Proposals will be accepted by hand-delivery, US Postal Service mail, or mail courier services only. **Proposals will not be accepted via email or fax.**

Questions regarding the requirements or workshop elements of this RFQ will be accepted in written format only. All questions should be either emailed or faxed to: workforce\_dev@longbeach.gov or (562) 570-3704. The deadline to submit questions is 4:00 p.m. on Friday, March 13, 2009. Questions and responses will be posted on the Network's website, [www.pacificgatewayworkforce.com](http://www.pacificgatewayworkforce.com).

Submissions must address all sections and narrative questions identified in the Submission Requirements section of this RFQ. To assist raters in effective evaluation, please number and restate questions in the same order as they appear in this RFQ document.

### **Submission Instructions Continued**

A complete proposal must include the following information/completed forms in the following specified order:

- a. RFQ Cover Sheet (Attachment A)
- b. Narrative Responses
- c. Employment Skills / Development Workshop Summary Form(s) (Attachment C and Workshop Content and Curriculum)
- d. Attachments
  - i. Letters of Reference
  - ii. Presenter Resume(s)
- e. Agency Experience Verification Form (From One Contracting Agency, Attachment B)
- f. Debarment Certification (Attachment D)
- g. Drug-free Workplace Certification (Attachment E)
- h. Lobbying Certification (Attachment F)

### **EVALUATION PROCESS / CRITERIA**

Submissions received by 4:00 p.m., Wednesday, March 18, 2009 will be reviewed based on criteria further explained below.<sup>3</sup> Staff may conduct site visits or interviews with vendor staff to determine the vendor's capabilities in providing proposed services. The following criteria have been developed to score workshop proposals received under this solicitation:

▪ Cost Reasonableness	20 Points
▪ Qualifications, Experience, and Expertise	30 Points
▪ Quality of Content / Curriculum of Workshop(s)	30 Points
▪ Meets Current Needs of Workforce Customers	<u>20 Points</u>
<b>Total Points Possible</b>	<b>100 Points</b>

### **IN-PERSON PRESENTATIONS**

On or about March 30, 2009, invited vendors will be notified regarding in-person presentations (specific details of the presentation format, length, and delivery will be provided on or about March 25, 2009). Presentations will be made to the review committee and will be used for determining final vendor funding recommendations. Presentations will be made on or about April 7 – 10, 2009 to the review panel.

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<sup>3</sup> The City of Long Beach and the Pacific Gateway Workforce Investment Network reserve the right to reject any or all proposals.



**GENERAL INFORMATION**

Vendors awarded agreements under this RFQ must be ready to implement agreed upon workshops beginning May 1, 2009. Network staff will work with contract awardees to determine a monthly schedule appropriate for various populations.

1. The information submitted in response to this solicitation is not legally binding. However, any financial agreements based on the proposals and subsequent negotiations become legally binding after both parties have signed them. All resulting agreements, financial and non-financial, will provide mutual termination clauses between the two agencies.
2. The City of Long Beach, administering entity for the Pacific Gateway Workforce Investment Network, has the right to reject any proposal that does not conform to program goals and objectives, and may request redesign after submission. Incomplete submissions may be disqualified from the process. The submission must contain accurate and complete information as requested by the RFQ. The City reserves the right to disqualify any submission that contains inaccurate information.
3. All submissions become the property of the City and Workforce Investment Board. All costs associated with the development of submissions in response to this solicitation must be borne by the applicant. The submission shall not include any such expenses as part of any fee quotations, if fees apply.
4. If no more than one submission is received in response to this solicitation, the City reserves the right to classify this procurement a failed competition and either reissue the RFQ or enter into a sole source agreement with the sole respondent. The City reserves the right to select more than one party to provide these services.
5. The term of the initial agreement will be for 12 months. The agreement will begin on May 1, 2009 with an option to extend the term up to two years depending on funding and performance. An extension may be approved based on the following factors: availability of funds, successful performance per contract terms, and the expressed needs of the customer and Network.
6. Should new legislation related to the Workforce Investment Network's funding of program delivery pass during the RFQ funding cycle, the City reserves the right to publish a new procurement in order to adhere to modifications and related compliance and regulatory issues.
7. Payments for the service described in this RFQ will be paid on an agreed upon Fixed Fee Service Schedule. Payment is contingent upon the satisfactory achievement of the standards and goals of the agreement as determined by the City in accordance with negotiated completions and standards.
8. The Workforce Investment Network will review responses as initially submitted. No changes, additions, or resubmissions will be accepted after the initial deadline for submission.

**General Information Continued**

9. Any costs proposed within the submission must be valid from the date of the proposal through April 30, 2010, at minimum, and must include any/all costs expected to be paid by the Network.
10. No late submissions, whether mailed or hand-delivered, will be accepted.
11. Respondents may be asked to provide additional information as needed.
12. The submissions selected become part of the financial and/or non-financial agreements between the City and organization, and as such become public record. If the submission contains any confidential information, such information must be removed from the body of the response and placed in an Appendix. Agreements will reference the Appendix, but will not be available for public viewing. The entire submission cannot be held confidential; designations must be very specific.
13. The City will retain all material. It reserves the right to reject any or all submissions and to partner and/or enter into agreements in its best interest. The City reserves the right to solicit further submissions based on level of response or changes in available funding or program design.
14. This announcement and its attachments are an RFQ and are invitations for prospective individuals/firms/community organizations to respond. Although this solicitation is in RFQ format and will follow RFQ conventions, the City expressly intends that the procurement of workshop providers is a professional service and is not bound solely by the lowest price, where costs apply.
15. Contract awards will be based upon several factors, including but not limited to cost, compatibility of proposed services to the Network's mission and needs, and qualifications to provide such services.
16. Organizations proposing must be Affirmative Action/Equal Employment Opportunity Employers. Contractors will be required to meet EEO requirements as applicable.
17. Section 188 of the Workforce Investment Act, 20 CFR Sections 667.600 and 667.640 et seq., of the final regulations, and Network policy set forth the guidelines for grievance procedures in connection with WIA programs operated by the City. These sections govern appeals of RFQ funding recommendations. In accordance with such regulations, the only circumstances under which an appeal of the City funding recommendations will be considered are if the bidders allege that the City has violated a provision of the Workforce Investment Act (Public Law 105-220) or its regulations; and /or a provision of the RFQ's stated process.

### General Information continued

There can be no appeal of the funding decisions, unless based on either of the above circumstances. Appeals must be in writing and cite the section of the law and/or the RFQ that has been violated. Appeals must be received within three (3) business days following issuance of a notice of funding recommendations. A hearing date will be set within five business (5) days of an appeal. Appeal must be submitted by fax or mail to:

Appeals Team  
Pacific Gateway Workforce Investment Network  
3447 Atlantic Avenue  
Long Beach, CA 90807  
Fax: (562) 570-3704

Copies of the above-referenced laws, regulations, and City policy may be obtained upon request.

18. For resulting agreements that are financial in nature and in order to contract for funds with the City, an organization must:

- a. Not currently be listed on any federal, State of California, or local Debarment List;
- b. Be legally capable of entering into a contract and be in good standing with the Internal Revenue Service;
- c. Provide valid documentation of a Long Beach business license. All approved vendors must have a business license with the City of Long Beach. Proof of business license possession will be requested during contract negotiations and is not required at time of proposal submission. Any business located in Long Beach or providing a service in Long Beach must obtain a business license. Businesses operating without a license may be subject to fines. Information about business licensing can be obtained by calling (562) 570-6211 or by accessing information online at [http://www.longbeach.gov/finance/business\\_license/general\\_information.asp](http://www.longbeach.gov/finance/business_license/general_information.asp).
- d. Provide documentation of current fiscal and compliance audits, as required by law;
- e. Provide copy of Articles of Incorporation and evidence of current corporate status, as filed with the Secretary of State;
- f. Be an Affirmative Action/Equal Opportunity Employer. If selected for funding, agencies will be required to meet EEO requirements;
- g. Be in compliance with all applicable provisions of the Americans with Disabilities Act of 1990 (ADA);
- h. Ensure that reports and/or documents contain correct information;
- i. Adhere to and sign forms regarding Lobbying, providing a Drug Free environment, and a Debarment assurance form.
- j. Ensure that:
  - WIA funds are not used to assist, promote, or deter union organizing;
  - WIA funds are not used in the construction, operation, or maintenance of any part of a facility to be used for sectarian instruction or religious worship

**General Information Continued**

- k. File required insurance documentation with the City's Risk Manager. The City must review all documentation requirements that subcontractors must carry:
  - 1. Comprehensive General Liability in the amount no less than \$1,000,000; Combined Single Limit for each occurrence or \$2,000,000 General Aggregate for bodily injury, personal injury and property damage
  - 2. Workers' Compensation as required by State law
  - 3. Blanket Honesty Bond for at least 25% of the amount of the grant
  - 4. Automobile Liability in an amount not less than \$500,000 Combined Single Limit per accident for bodily injury and property damage covering owned, non-owned, and hired vehicles
  - 5. The City and its Officers, Employees, and Agents are to be covered as additional insured
  - 6. Notice of Cancellation must ensure that each insurance policy shall be endorsed to state that the coverage shall not be suspended, voided, or canceled except after thirty (30) days prior written notice has been given to the City
- 19. Organizations eligible to submit responses include governmental units, public agencies, business organizations, public or private not-for-profit corporations, faith-based organizations, community-based organizations, local educational agencies, or private-for-profit corporations organized in accordance with state and federal laws.
- 20. As additional funding and funding streams become available, the Network reserves the right to continue to fund existing contractors, competitively procure other providers, or fund additional activities that are in the best interest of the Network and WIB.

## **RFQ ATTACHMENTS**

**Attachment:**

- A. RFQ Cover Sheet
- B. Agency Experience Verification Form
- C. Employment Skills / Development Workshop Summary Form
- D. Debarment Certifications
- E. Drug Free Workplace Certifications
- F. Lobbying Certification
- G. Pacific Gateway Workforce Investment Network Coverage Area Map



WORKFORCE INVESTMENT NETWORK

Request for Qualifications: Employment Skills/Development Workshops

### ATTACHMENT A – RFQ COVER SHEET

Legal Name of Organization: \_\_\_\_\_

Contact Person and Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Federal Tax ID #: \_\_\_\_\_

Website Address: \_\_\_\_\_

Legal Status of Organization (Please Check One):

<input type="checkbox"/> Public Agency/Government	<input type="checkbox"/> Faith-Based Organization
<input type="checkbox"/> Private-for-Profit Corporation	<input type="checkbox"/> Educational Institution
<input type="checkbox"/> Non-Profit Corporation	<input type="checkbox"/> Other: _____

Number of years organization has been in operation: \_\_\_\_\_

If a corporation, indicate State and year organization was incorporated: \_\_\_\_\_

Does the organization have a board of directors or business advisory group?

☐ Yes ☐ No

If yes, how often do they meet and what is their role? Please provide a list of the names of the members, their address, and their phone numbers in the attachments section of the proposal.

Are you proposing to provide services Network-wide or in specific geographical areas? If in specific areas or at specific locations, please indicate:

What workshop(s) is/are the agency proposing to provide? Please identify target populations.

**Acknowledgment:**

In compliance with the Request for Qualifications, and subject to the conditions thereof, the undersigned offers to furnish the proposed services and certifies that he/she has read, understands, and agrees to all terms, conditions, and requirements of this proposal and is authorized to contract on behalf of the organization named above.

\_\_\_\_\_  
Print Name of Authorized Representative/Tile Date

\_\_\_\_\_  
Signature of Authorized Representative Date

## ATTACHMENT B - AGENCY EXPERIENCE VERIFICATION FORM

*This Section to be completed by RFQ Applicant:*

A. Applicant Lead Agency Name:	
B. Funding Source Name:	C. Contact Person and Telephone No.:
D. Contract Period:	E. Types of Funds:
F. Amount Received:	G. Amount Spent:
H. Contract Activities:	I. Years Working with this Funding Source

*This Section to be completed by RFQ Applicant's Funding Source:*

J. Administrative Experience		YES	NO
1.	Has the agency shown the capability to successfully administer grant funds and meet contracted goals? (If "No," provide comments in section M)		
2.	Has the agency successfully resolved performance problems in a timely manner? (If "No," provide comments in section M)		
3.	Has the agency consistently submitted complete and accurate records and reports in a timely manner? (If "No," provide comments in section M)		
4.	Have there been any findings of irregularities regarding the agency, its officers, its Board of Directors? (If "Yes," provide comments in section M)		
5.	Has the agency had costs questioned by an audit or monitoring review? (If "Yes," provide comments in section M)		
6.	Does the agency have unresolved disallowed costs? (If "Yes," provide comments in section M)		

K. Probation Sanction		YES	NO
1.	Has the Applicant/Lead Agency been placed on probation in any program it has administered through your funding source? (If "Yes," provide comments in section M)		
2.	Has the Applicant/Lead Agency been sanctioned or had program funds de-obligated in any program it has administered through your funding source? (If "Yes," provide comments in section M)		

*List performance measures that have been utilized either by the funding source or in-house to measure the success of applicant's services or program.*

L. Performance Measures (e.g. Entered Employment Rate)	Benchmark Performance Level (e.g. 60% after exit)	Agency Performance Level (Actual Agency Performance Level)



WORKFORCE INVESTMENT NETWORK

Request for Qualifications: Employment Skills/Development Workshops

**ATTACHMENT B** continued - **AGENCY EXPERIENCE VERIFICATION FORM**

Comments (Attach additional pages if needed):

**AUTHORIZATION OF VERIFICATION REPORT:**

\_\_\_\_\_  
Authorized Signature of Agency Verifying Report

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Authorized Signatory Verifying Report

\_\_\_\_\_  
Title

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
E-mail Address

**WIA RFQ APPLICANT'S AUTHORIZATION TO RELEASE INFORMATION:**

On behalf of my organization, I am authorizing the funding agency named on line B to release the information requested on this AGENCY EXPERIENCE VERIFICATION FORM and any other information that will aid the Pacific Gateway Workforce Investment Network in evaluating our demonstrated ability in providing workforce related services. All information so released will become part of a public document, subject to review and inspection by the public at the City's discretion, in accordance with the Public Records Act.

\_\_\_\_\_  
Authorized Signature of Respondent/Agency

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Authorized Signatory

\_\_\_\_\_  
Title

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
E-mail Address



**ATTACHMENT C - EMPLOYMENT SKILLS / DEVELOPMENT WORKSHOP SUMMARY FORM**

*Please complete one form for each workshop proposed for implementation.*

<b>Vendor Name</b>	
<b>Workshop Title</b>	
<b>Executive Summary of Workshop</b> (250 words or less)	
<b>Workshop Presenters</b> Attach resume for each proposed presenter	
<b>Target Audience</b>	
<b>Length of Workshop</b> <b>Days/Hours</b>	
<b>Scheduling Flexibility</b> Please answer "Yes" or "No". If "No", please provide details.	
<b>Expected Customer Outcomes</b> (250 words or less)	
<b>Location(s) for Workshop</b> <b>Delivery</b>	
<b>Needs for Workshop</b> <b>Implementation</b>	
<b>Cost per Workshop Occurrence</b>	

**ATTACHMENT D - DEBARMENT CERTIFICATIONS**

**Debarment, Suspension, Ineligibility, and Voluntary Exclusion Lower  
Tier Covered Transactions Certification**

This certification is required by regulations implementing Executive Order 12549, Debarment and Suspension, 34 CFR Part 85, Section 85.210, Participants' responsibilities.

1. The prospective recipient of Federal assistance funds certifies, by submission of proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Title of Authorized Representative

\_\_\_\_\_  
Agency

\_\_\_\_\_  
Date

**ATTACHMENT E - DRUG FREE WORKPLACE CERTIFICATION**

***The Long Beach City Attorney has mandated that all potential sub-contractors complete the following Drug-Free Workplace Certification form.***

LEGAL NAME OF AGENCY: \_\_\_\_\_

The agency named above hereby certifies compliance with Government Code Section 8355 in matters relating to providing a drug-free workplace. The above named agency will:

- A. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations, as required by Government Code Section 8355(a).
- B. Establish a Drug-Free Awareness Program as required by Government Code Section 8355(b), to inform employees about all of the following:
  - 1. The dangers of drug abuse in the workplace,
  - 2. The person's or agency's policy of maintaining a drug-free workplace,
  - 3. Any available counseling, rehabilitation, and employee assistance programs, and
  - 4. Penalties that may be imposed upon employees for drug abuse violations.
- C. Provide as required by Government Code Section 8355( c ), that every employee who works for the proposed contract or grant:
  - 1. Will receive a copy of the agency's drug-free policy statement, and
  - 2. Will agree to abide by the terms of the company's statement as a condition of employment on the contract or grant.

**CERTIFICATION**

I, the official named below, hereby swear that I am duly authorized legally to bind the agency to the above described certification. I am full aware that this certification, executed on the date and in the county below, is made under penalty of perjury under the laws of the State of California.

Official's Name: \_\_\_\_\_

Date Executed: \_\_\_\_\_ Executed in County of: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Federal I.D. Number: \_\_\_\_\_

**ATTACHMENT F - LOBBYING CERTIFICATION**

**FEDERAL CERTIFICATION REGARDING LOBBYING**

**CERTIFICATION FOR CONTRACTS, GRANTS, LOANS AND COOPERATIVE AGREEMENTS**

The undersigned certifies, to the best of his or her knowledge and belief that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any persons for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, Member of Congress, an officer or employee of Congress, or an employee of a member of Congress, in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. All sub-recipients of subcontracts, sub-grants, and contracts under grants, loans, cooperative agreements shall certify and disclose accordingly.

This certification is a material representation of fact, upon which reliance was placed when this transaction was made or entered into. Submission of this certification is prerequisite for making or entering into this transaction imposed by Section, 1352, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty for not less than \$10,000 and not more than \$100,000 for each such failure.

\_\_\_\_\_  
Name and Title of Authorized Signatory

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**ATTACHMENT F continued - LOBBYING CERTIFICATION, SF-LLL INSTRUCTIONS****INSTRUCTIONS FOR COMPLETION OF SF-LLL DISCLOSURE OF LOBBY ACTIVITIES**

This disclosure form shall be completed by the reporting entity, whether sub-grantee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. Section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or a Member of Congress in connection with a covered Federal action. Use the SF-LLL-A Continuation Sheet for additional information if the space on the form is inadequate. Complete all terms that apply for both the initial filing and material change reports. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, state, and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or sub-award recipient. Identify the tier of the sub-awardee, e.g., the first sub-awardee of the prime is the 1<sup>st</sup> tier. Sub-awards include but are not limited to subcontracts, sub-grants, and contract awards under grants.
5. If the organization filing the report in item 4 check "sub-awardee," then enter the full name, address, city, state, and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 3). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number of grants, cooperative agreements, loans and loan commitment.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 3 (e.g., Request for Proposal (RFP) number, Invitation for Bid (IFB) number, grant announcement number, the contract, grant, or loan award number, the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFD-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.

(continued)

**ATTACHMENT F** continued - **LOBBYING CERTIFICATION, SF-LLL INSTRUCTIONS**

**INSTRUCTIONS FOR COMPLETION OF SF-LLL DISCLOSURE OF LOBBY ACTIVITIES**

10. (a) Enter the full name, address, city, state, and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal action. (b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter last name, first name, and middle initial (MI).
11. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (item 4) to the lobbying entity (item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
12. Check the appropriate box(es). Check all boxes that apply. If other, specify nature.
13. Check the appropriate box(es). Check all boxes that apply. If other, specify nature.
14. Provide a specific and detail description of the services that the lobbyist has performed, or will be expected to perform, and the date (s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with Federal officials. Identify the Federal official(s) or employee(s) contacted or the officer(s), employee(s), or Member(s) of Congress that were contacted.
15. Check whether or not a SF-LLL-A Continuation Sheet(s) is attached.
16. The certifying official shall sign and date the form and print his/her name, title, and telephone number.





**ATTACHMENT G - WORKFORCE INVESTMENT AREA MAP**

